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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 18 September 1956

FROM : Chief, Visual Aids Staff

SUBJECT: Weekly Activities Report
11 September through 18 September 1956

I. Progress on Major Training Aids

- A. Intelligence School, Office of the Chief
 - 1. Compilation of a Visual Aids Brochure in progress
- B. Intelligence B.4
 - 1. Layouts for "New Diplomatic Chart" is in progress
 - 2. Seven color view graph charts are in reproduction
 - 3. Twenty-five view graph charts are in reproduction
- C. Language and External Training
 - 1. [] newspaper reader is in reproduction
 - 2. One chart, "Development of an Area Specialist," in progress
 - 3. One map chart, [] Overlay," in progress
- D. Plans and Policy Staff/OTR
 - 1. Three course schedules are in progress
- E. OTR Security Officer
 - 1. Three slogans to be framed and delivered

II. Training Aids Completed During Week

- A. Intelligence B.1
 - 1. Three door plaques and their framing completed
- B. Intelligence B.3
 - 1. OCR Machine Division display is complete
 - 2. The changes on OCR Library display have been completed
 - 3. One chart of code numbers completed and delivered
- C. Intelligence B.8
 - 1. One chart, "The Management Cycle," completed
- D. Language and External Training
 - 1. Design of cover and finished art for notebook and contents completed

25 YEAR RE-REVIEW

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E. Management Staff

1. Eleven charts completed on "Techniques of Control"

F. Plans and Policy Staff/OTR

1. OTR Bulletin covers prepared for reproduction

III. Items of Administrative Interest

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Mrs. [] is attending the second week of
Administrative Procedures.



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